

PALMETTO FELLOWS FUND DISBURSEMENT ACTION STEPS FOR INSTITUTIONS

- Memo will be submitted to institutions by July 31st and November 30th requesting an IDT/Invoice.
- Submit an invoice/IDT to the Commission on Higher Education's Internal Operations Division (contact person: Jeff Richards (803) 737-2263) by August 15th and December 15th.
- The Commission on Higher Education will process the payment.
- Awards related to previous terms (post-awards) and/or any adjustments will be included in the current term's disbursement data.
- Submit scholarship disbursement data to the Commission on Higher Education's MIS Division (contact person: Stephanie Reynolds (803) 737-2152) by October 31st, March 31st and June 15th (final).
- The Commission on Higher Education will determine the amount of over/under allocation for the term, to include post-awards and/or any adjustments, and notify the institutions of the amount of adjustment for the next term.